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8 June 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Office of Communications Personnel to be Deployed
to [redacted]

REFERENCE : [redacted] dated 5 June 56 (Subject as above)

1. The Project Communications Officer mentioned the above to me a few days back and, believe me, I can appreciate some of his problems. He has made no statement on how the pay of these travel items would be handled under his recommendations and for the sake of the the record it is advised that the Finance Officer in each of the installations mentioned, or any others that may be mentioned, will not have Project Money in his possession against which to pay and record these expenses. It is suggested that the financing could be handled as follows:

Project Headquarters will prepare and distribute the travel order. Communications to give instruction to their counterpart in the Station to move the individual to the desired location advising them that visiting station will pay all per diem with the exception of the amount accrued during the return trip, which is to be vouchered and forwarded to Headquarters with instructions as to disposition. This will permit Project Finance Officer at the site visited to liquidate the travel advance, which will be transferred to field by the Project Comptroller, and will permit the traveler to receive travel reimbursement at the post being visited. The last voucher will be a very small amount and should not cause the individual(s) any great concern because of a slight delay in disposition.

2. As an alternative one of the following approaches could be taken:

(a) Two (2) copies of each travel order issued by commo will be turned over to the undersigned, one of which will be forwarded to the Project Finance Officer abroad, with instructions that he is to pay all claims of such individuals at the local level. This will permit the employees concerned to receive travel monies as they are incurring expenses. Commo would advise the field office, on the travel order if so desired, from which these individuals depart that they are to pay no expenses in connection with the Travel Orders. The employee, after returning to home base, would prepare his voucher (claim) to cover any period not paid by the Project Finance Officer overseas, giving instructions as to the disposition of the check. Project Finance would receive these claims from the Project Communications Officer and process them for payment and in turn would release the checks to Communications Officer for disposition.

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(b) The Finance Representative at each installation where subject officials are procured could be instructed, again on the Travel Order if so desired, to "T/A any claims disbursed under the Travel Order to Washington, D. C.". Naturally, unless we work some end runs, this would make it difficult for the traveler(s) to receive any per diem payments while at the temporary post of duty, without causing correspondence between the Project Finance Officer and the Station Finance Officer concerned. I am not aware that this would create any security problem, but believe we should make the Project Security Officer acquainted with these possibilities before deciding on our course of action.

3. Your comments and/or advice on the above will be appreciated.



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Project Comptroller

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